

12 November 1969


MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT: Publications Procurement

1. Attached is a list of the publications presently received in the Office of Legislative Counsel and those needed for Fiscal Year 1970.

2. Wherever possible the number of copies received has been reduced for Fiscal Year 1970, and we have canceled the subscription to one publication.

STATINTL


JOHN M. MAURY
Legislative Counsel

Attachment

Distribution:

Original - Ex/Dir-Compt w/att
1 - OGC Library w/att
✓ 1 - Subject w/att
1 - Chrono w/att

OLC:JMM:RK:gs (12 November 1969)

PUBLICATIONS

	<u>Present</u>	<u>Reduced to</u>
1. Congressional Directory	16	12 14
2. Congressional Pictorial Directory	16	14
3. Congressional Staff Directory and Advance Locator	16	16
4. Information Please Almanac	1	1
5. U.S. Government Organization Manual	3	3
6. U.S. House of Representatives Telephone Directory	26	17
7. U.S. Senate Telephone Directory	26	17
8. Who's Who in America	1	1
9. World Almanac	2	2
10. Congressional Index	1	1
11. Congressional Monitor	1	Cancel Subscription
12. Congressional Quarterly	1	1
13. Digest Public Bills and Resolutions	1	1
14. Foreign Service List	1	1
15. Public Laws	2	CANCEL SUBSCRIPTION <u>2</u>
16. DOD Telephone Directory	2	2
17. State Telephone Directory	2	2
18. Congressional Record	10	7

per telecon with AO/DCI 17 Nov 69 added the following newspapers to the above:

1. New York Times
2. Wall Street Journal
3. Washington Post
4. Washington Star

TRANSMITTAL SLIP		DATE 31 Oct 1969
TO: Legislative Counsel		
ROOM NO. 7D43	BUILDING Hqs.	
REMARKS:		
<p style="text-align: right;"><i>gbl</i> <i>W</i></p> <p><i>RK - maybe you can bird-log this gbl</i></p>		
FROM: Executive Director-Comptroller		
ROOM NO. 7D58	BUILDING Hqs.	EXTENSION 6567

SECRET

Approved For Release 2001/11/01 : CIA-RDP71B00364R000500260002-3

Executive Registry

69-5414

31 October 1969

MEMORANDUM FOR: See Distribution

SUBJECT : Publications Procurement

1. The Agency's expenditures for books, newspapers, and periodicals have been increasing steadily during the past five years and jumped nine percent during Fiscal Year 1969 [REDACTED] I believe that it is possible to reduce these dollars if we apply a conscientious and continuous effort to assure that only those publications are purchased which are absolutely necessary for the conduct of Agency activities.

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2. I have therefore asked that the Deputy Directors and the Director of Planning, Programming, and Budgeting take the following steps:

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a) The Director, PPB will allot only [REDACTED] for publications procurement for Fiscal Year 1970.


b) Each Deputy Director will review the current procurements of his Directorate, eliminate those which are not essential, reduce subscriptions to the minimum required, and submit to Central Reference Service by 1 December 1969 a revalidated list of his remaining Fiscal Year 1970 publications procurement requirements.

3. In view of the above, I ask that you review your own current procedures, eliminating those expenditures for books, newspapers, and periodicals which are not essential and submit to me via AO/DCI no later than 15 November 1969 a revalidated list of your remaining Fiscal Year 1970 publications procurement requirements. It has been called to my attention that the CRS/Acquisitions Branch has recently circulated a solicitation for you to revalidate your domestic newspaper subscriptions for Calendar Year 1969 with a deadline for submission of 7 November. Some of you may already have reacted to the CRS request, but I do wish that the response or a copy of same

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be forwarded to me via AO/DCI for review. For those who do not now receive a consolidated list from CRS, you should contact AO/DCI who has this data readily available.


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L. K. White
Executive Director-Comptroller

Distribution:

Director of National Estimates
General Counsel
Legislative Counsel
Inspector General
Director, PPB
D/DCI/NIPE
SAVA
Executive Secretary, USIB
Assistant to the Director
Chief, Historical Staff
AO/DCI

6 November 1969

PUBLICATIONS

	<u>Now</u>	<u>Needed</u>
1. Congressional Directory	16	12
2. Congressional Pictorial Directory	16	14
3. Congressional Staff Directory and Advance Locator	16	16
4. Information Please Almanac	1	1
5. U.S. Government Organization Manual	3	3
6. U.S. House of Representatives Telephone Directory	26	17
7. U.S. Senate Telephone Directory	26	17
8. Who's Who in America	1	1
9. World Almanac	2	2
10. Congressional Index	1	1
11. Congressional Monitor	1	Cancel Subscription
12. Congressional Quarterly	1	1
13. Digest Public Bills & Resolutions	1	1
14. Foreign Service List	1	1
15. Public Laws	2	CANCEL SUBSCRIPTION 2
16. DOD Telephone Directory	2	2
17. State Telephone Directory	2	2
18. Congressional Record	10	7